



JOB OPPORTUNITY

Project manager Virtual library Nipakanatik

Position type: Temporary, contractual

Duration: Decembre 2023

Schedule: 28h/Week

Location: Telecommuting and frequent travels on the territory

Salary: To be discussed

At the heart of Anishinabe AKI, Minwashin is a non-profit cultural organization whose mission is to support, develop and celebrate the arts, the language and the Anishinabe culture. As a young organization, Minwashin wishes to anchor its development and actions on the territory in which it is involved, the Anishinabe AKI. Acting in the Anishinabe arts and culture fields, we aim for consistency and the stowage of our vision to the cultural realities and to the Anishinabek specific needs.

Minwashin launched the virtual library **Nipakanatik** to preserve and gather as many archive documents and Anishinabek heritage elements as possible, to share them in an ethical and respectful manner to document the nation's history and culture.

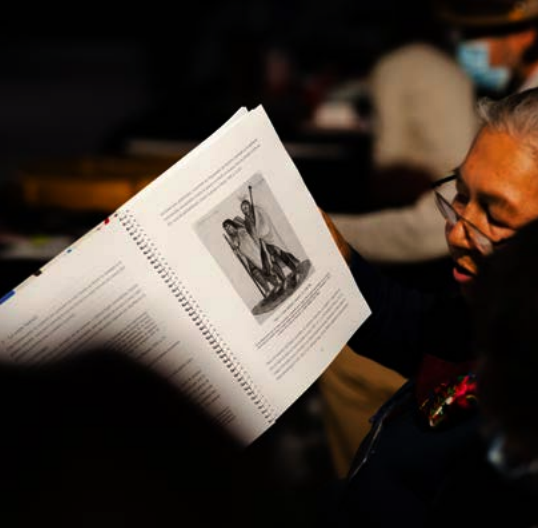
Job description

Role: Coordinate the Nipakanatik project, Minwashin's Anishinabe virtual library.

Tasks and responsibilities:

- Coordinate the different phases of the project;
- Coordinate each step of the digitalization tour (first contact with the communities and time management);
- Ensure that the technical team has access to all the resources necessary to its good functioning;
- Take part in the development meetings for Nipakanatik or at the partners' reunions when relevant;
- Maintain good communications with all cultural bearers;
- Ensure the project budget follow-ups;
- Write grant applications;
- Carry out all related tasks as needed.





Desired skills and abilities

- Having a good knowledge of the field, the culture and the Anishinabe history;
- Autonomy;
- Writing skills;
- Creative;
- Good priority management;
- Good quality of written and spoken French and English;
- Being able to work in a development context and as a team;
- Good communication;
- Initiative;
- Show openness and listening skills;
- A valid driver's license class 5 and access to a vehicle.

Education

All training or experience in project management. A background or experience related to project management in an archival or museum context would be considered an asset.

To apply, send your application by email to caroline@minwashin.org

Application deadline: May 9th, 2023 at 4 PM.

Only those selected for an interview will be contacted. For equal competence, the application of an Anishinabe person will be preferred.

